



Local Source Control

Auto Body Industry Self-Certification Checklist

State ERP ID number: _____

Date: _____

Self inspected by: _____

BUSINESS IDENTIFICATION

Company name: _____

Site address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Owner's name(s): _____

Owner's address (if different than business address): _____

City: _____ State: _____ Zip: _____ Owner's Phone number () _____

Owner's Email _____ # of employees: _____ # of painters: _____

FACILITY PERMITS

Clean Air Agency: NW Olympic Puget Sound Spokane

Reg. Number: _____ Exp Date: _____

NOC (Air) Permit: _____ Date Issued: _____

Underground Injection Container (UIC) Permit:

Permit No.: _____ Issuing Authority: _____

UBI No.: _____ Municipal Business License No.: _____

WASTE DISPOSAL

EPA Site ID No.: _____ Waste Hauler: _____

Waste Hauler: _____

Waste Hauler: _____

ACTIVITIES

Which types of activities are performed inside a building or structure? (Check all that apply)

Collision repair Auto restoration Student training Other: _____

(Circle one)

Do you perform any mobile painting or paint stripping operations that repairs vehicles at the customer's address, rather than at a fixed location?

Y N

HAZARDOUS WASTE - OFFICE

1. What is your hazardous waste generator status under Washington State's classification system?

- SQG (☆ must be SQG to be an EnviroStar)
 MQG
 LQG

Refer to the Dangerous Waste chapter of the Technical Assistance Manual for more information

	SQG (Small Quantity Generators)	MQG (Medium Quantity Generators)	LQG (Large Quantity Generators)
Maximum amount of dangerous waste generated in any calendar month	220 pounds or less (about 25 gallons) And less than 2.2 pounds of any acutely hazardous waste or extremely hazardous waste (Waste Code WT01)	More than 220 pounds, but less than 2,200 pounds (about 25-300 gallons)	2,200 pounds or more (about 300 gallons) Or 2.2 pounds or more of any acutely hazardous waste or extremely hazardous waste (Waste Code WT01)
Amount of dangerous waste accumulated at any one time	2,200 pounds or less (about 300 gallons)	2,200 pounds or less (about 300 gallons)	No limit

2. Have you identified all of your hazardous waste streams?

Yes No
RTC

Legitimate forms of identification are:

- Knowledge of the processes
- Laboratory test results
- MSDS
- Expert assistance

See the table of "Common Wastes in Auto Body Shops" in the Dangerous Waste chapter of the Technical Assistance Manual. All the items listed in the table need proper disposal.

3. Do your paint booth filters designate as dangerous waste because of halogenated organic compounds (HOCs)?

Yes No

Ask your manufacturers or have filters tested for HOCs. Circle "**Pending**" if filters haven't been tested and manufacturer doesn't provide the information. Refer to the Paint-Booth Filter section of the Dangerous Waste chapter in the Technical Assistance Manual.

Pending

If No, SKIP to Question 5.

4. If filters designate for HOCs, are they managed as dangerous waste (or special waste)?

Yes No
Pending RTC

Circle Pending if filters haven't been tested and manufacturer doesn't provide the information.

5. Are waste solvents recycled on-site?

Yes No

6. If yes, is the recycling documented with a still log?

Yes No
RTC

7. Is mercury-containing equipment (fluorescent/HID lamps, thermostats, batteries, and auto switches) handled as dangerous waste or recycled as universal waste?

Yes No
RTC

Refer to the Universal Waste section of the Dangerous Waste chapter in the Technical Assistance Manual for more information on mercury-containing equipment.

8. ☆Are employees made aware that mercury-containing items must be handled appropriately?

Yes No

9. Is your facility required to use a manifest to ship hazardous waste?

Yes No

A "manifest" refers to a Uniform Hazardous Waste Manifest form. All LQGs and MQGs are required to ship with a manifest. If you are an SQG, your waste transporter may still require the use of a manifest to transport your waste.

If No, SKIP to Question 11.

10. If yes, do you use a hazardous waste manifest to ship your hazardous waste?

Yes No
RTC

Be able to find one (1) year of Uniform Hazardous Waste Manifest records without gaps in shipments or paperwork. Be able to explain any gaps. Records should be retained for a minimum of five years.

11. If a manifest is not required, do you document your hazardous waste shipments, e.g., Bill of Lading or other documentation?	Yes	No
<i>Circle NA for facilities that use a Uniform Hazardous Waste Manifest form when shipping waste. Circle No if there is no documentation at all.</i>	NA	
12. ☆Do you have an employee program that teaches your employees proper hazardous waste management procedures?	Yes	No
<i>Training should include:</i> <ul style="list-style-type: none"> • Proper storage of waste, including closing lids and labeling. • Spill cleanup procedures. • Identification of hazardous materials in the shop. 		
<i>MQGs and LQGs are required to provide training. Training documentation should include topics covered, the date and the employees who have received the training.</i>		
DANGEROUS WASTE ACCUMULATION AREA WALK-THROUGH		
13. Is the waste accumulation area inspected weekly for signs of spills or container deterioration? <i>Refer to the Waste Accumulation section of the Dangerous Waste chapter in the Technical Assistance Manual for more information on inspections.</i>	Yes	No
14. Is the weekly inspection documented with written records (log)? <i>Refer to Appendix E in the Technical Assistance Manual for sample logs.</i>	Yes	No
15. ☆Are specific employees assigned the responsibility of labeling containers and for proper waste collection, storage, and disposal?	Yes	No
16. Are waste containers closed except when materials are being added or removed? <i>Perform a visual check of the waste accumulation area. "Closed" means if the containers were tipped, nothing would spill. Threaded funnels with lids are acceptable if the lids are latched and the funnel is secured. Applies to central accumulation areas only, not satellite areas.</i>	Yes	No RTC
17. Are all dangerous waste containers properly labeled with:		
a. The words "Hazardous Waste" or "Dangerous Waste" and clearly marked?	Yes	No RTC
b. And clearly marked for the date on which accumulation began?	Yes	No
<i>Perform a visual inspection to determine if all containers have labels, if labels are marked with both of the above items, and if the labels are clear and legible. Applies to central accumulation areas only, not satellite areas.</i>		
18. Are all dangerous waste containers properly labeled with the risk hazard of the chemical (i.e., toxic, flammable, etc.)? <i>Perform a visual inspection to determine if all containers have the risk label and if labels are clear and legible. Applies to central accumulation areas only, not satellite areas. Refer to the Containers and Labeling section of the Dangerous Waste chapter in the Technical Assistance Manual.</i>	Yes	No RTC
19. Are all dangerous waste containers in good condition (i.e., free of severe rusting or apparent structural defects and not leaking)? <i>Perform a visual inspection of the condition of all containers looking for leaks and/or severe corrosion, bulging, rusting, or dents. Applies to central accumulation areas only, not satellite areas.</i>	Yes	No RTC
20. Does the dangerous waste accumulation area have secondary containment for spills and leaks? <i>For waste stored inside a building, the building itself may serve as the secondary containment if any leaks or spill cannot reach a drain or escape the building. Refer to the Waste Accumulation section of the Dangerous Waste chapter in the Technical Assistance Manual for more information.</i>	Yes	No
21. Are all dangerous waste containers stored on a crack-free, impervious surface that will contain leaks or spills? <i>"Impervious" means that if a liquid were spilled that it wouldn't infiltrate immediately. Portland cement is preferred. Asphalt is acceptable as long as the chemicals won't degrade the surface if they come in contact.</i>	Yes	No

Questions 22 and 23 refer to the storage of waste; how much is kept and for how long. Refer to the table below for both questions.

Generator Status	Amount allowed to accumulate	Time allowed
Small-quantity generator	Not to exceed 2,200 pounds (about 300 gallons)	No time limit
Medium-quantity generator	Not to exceed 2,200 pounds (about 300 gallons)	180 days
Large-quantity generator	No limit	90 days

22.	Quantity Accumulated	<p>Does your facility exceed the state’s <i>accumulation limits</i> for dangerous waste for this category of generator? (Do you accumulate more waste than allowed for your generator status?)</p> <p><i>Refer to the table above to determine how much waste you are allowed to accumulate and in what time for your generator status. Inventory all hazardous waste accumulated on-site in containers and tanks to determine total weight of waste being accumulated at one time. LQGs have no accumulation limits. Circle NA if LQG.</i></p>	<p>Yes RTC</p> <p>No NA (LQG)</p>
23.	Time Accumulated	<p>Currently, does your facility exceed the state’s <i>time limits</i> for the amount of dangerous waste that can be stored on-site by this category generator (excludes satellite accumulation)? (Do you store waste longer than allowed for your generator status?)</p> <p><i>Verify the dates on containers that detail when accumulation began and decide if your facility is within the time limit. The time limits only apply to waste containers stored in the central waste accumulation area and not at individual workstations (satellite accumulation areas). Circle NA for SQG and, therefore, no time limit. If containers are not labeled, circle Not labeled.</i></p>	<p>Yes RTC</p> <p>Not labeled</p> <p>No NA (SQG)</p>
24.	<p>☆Have you taken one or more of these actions to reduce toxics in the past three years? (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use water-based or low-solvent coatings (primers, basecoats, and painting)? <input type="checkbox"/> Attempt to avoid use of coatings that contain toxic metals (chromium, lead, cadmium, nickel, and manganese) by asking suppliers for alternative formulations? <input type="checkbox"/> Avoid use of methylene-chloride based paint strippers? <input type="checkbox"/> Recycle any solvents on-site? 	<ul style="list-style-type: none"> <input type="checkbox"/> Use recycled solvent for gun cleaning? <input type="checkbox"/> Have an inventory system in place to prevent products from going out of date? <input type="checkbox"/> Use non-solvent based putty/fillers. <input type="checkbox"/> Other (please describe) 	<p>Yes</p> <p>No</p>
If Yes, briefly describe the toxic use reduction projects:			
25.	☆Are solvent and other hazardous fluids conserved by using the minimum amount required for the task?	<p><i>For ideas on conserving solvent, refer to the Pollution Prevention tips section of the Air Quality chapter of the Technical Assistance Manual.</i></p>	<p>Yes</p> <p>No</p>
26.	Have you implemented proper disposal actions for all dangerous wastes?	<p><i>Circle No (to the right) if dangerous wastes are disposed of as garbage. Indicate what actions are taken for each waste in the table below (check all that apply). Mark NA in the table below if a waste isn’t generated.</i></p>	<p>Yes</p> <p>No RTC</p>

27. ☆ **Have you implemented proper recycling actions for all dangerous waste?** Yes No

Circle No (to the right) if dangerous wastes are disposed of as garbage.

Indicate what actions are taken for each waste in the table below (check all that apply). Mark NA in the table below if a waste isn't generated.

Waste	Recycle	Dispose	NA	Waste	Recycle	Dispose	NA
Batteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto batteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerosol cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solvents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antifreeze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluorescent tubes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint thinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CFCs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transmission fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brake fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Used oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

28. ☆ **Have you implemented proper recycling or disposal actions for all other wastes?** Yes No

Circle No if wastes are disposed of as garbage.

Indicate what actions are taken for each waste in the table below (check all that apply). Mark NA in the table below if a waste isn't generated.

Waste	Recycle	Dispose	NA	Waste	Recycle	Dispose	NA
Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scrap metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure washwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

29. ☆ **Have you taken one or more actions to conserve water in the past three years?** Yes No

30. ☆ **If Yes, briefly describe the water conservation projects:**

31. ☆ **Have you taken one or more actions to conserve energy over the past three years?** Yes No

Examples may include installed new windows and skylights, replaced old compressor, switched to fluorescent lights, purchased Energy Star appliances, insulated roof, upgraded heating and cooling systems, etc.

32. ☆ **If Yes, briefly describe the energy conservation projects:**

AIR QUALITY FEDERAL REGULATIONS

This section of the checklist covers the requirements for the Environmental Protection Agency (EPA) Area Source Rule.

Responses in compliance with the new rule are shaded grey. Shops have until January 10, 2011 to fulfill these requirements and submit a Notification of Compliance to EPA. Completing a Self Certification Checklist will count as an Initial Notification to EPA. If, while completing the Self Certification Checklist, shops are able to answer all of the (grey) questions and verify compliance by checking the actual rule text located at 40 CFR 63.11169 – 63.11180, this can also count as their Notification of Compliance and will satisfy EPA requirements for the Area Source Rule.

If you don't meet these requirements, you will need to submit your Notification of Compliance directly to EPA. You have until January 10, 2011 to fulfill these requirements and until March 11, 2011 to submit your Notification of Compliance to EPA.

Refer to the Federal Regulation section in the Air Quality chapter in the Technical Assistance Manual for more information on the Area Source Rule and this unique opportunity to fulfill EPA requirements.

<p>33. Are all spray-applied coatings applied using an HVLP spray gun or an equivalent high transfer efficiency technology?</p> <p><i>An "HVLP" mark should be present on the spray gun. Please note manufacturer name and model number below:</i></p> <p>Manufacturer's Name: _____</p> <p>Model Number: _____</p> <p><i>If there is no HVLP mark on the gun, provide information that demonstrates the spray gun achieves the transfer efficiency comparable to an HVLP spray gun. Include additional transfer-efficiency information under Notes on page 13 of this checklist.</i></p> <p>NOTE: <i>If flow is 15-26 cubic feet per minute and PSI at orifice is less than 10 pounds per square inch, it is likely to be an HVLP spray gun. Other equivalent high transfer efficiency technology examples include: electrostatic application, airless spray gun, air assisted airless guns.</i></p>	Yes	No RTC
<p>34. Are all paint spray guns cleaned with a fully enclosed spray gun washer or in a manner that avoids creating an atomized mist or spray of gun cleaning solvent?</p> <p><i>Acceptable methods of gun cleaning include: hand cleaning of parts of the disassembled gun in a container of solvent; flushing solvent through the gun without atomizing the solvent and paint residue, by using a fully enclosed spray gun washer, or by a combination of these non-atomizing methods.</i></p> <p><i>Note: Spraying into the air is not an acceptable cleaning method. Also, any waste solvents that are collected must be kept in a closed container to avoid release/evaporation to the air.</i></p>	Yes	No RTC
<p>35. Do you have high transfer efficiency painting training in place?</p> <p>NOTE: <i>Training will be required of ALL painters and must include at least the first four boxed items to be checked below. Refresher training is required every 5 years after the initial training is completed.</i></p> <p>If Yes, check all that apply:</p> <p><input type="checkbox"/> Hands-on and classroom instruction on routine spray booth and filter maintenance, including filter selection and installation.</p> <p><input type="checkbox"/> Hands-on <i>and</i> classroom instruction on spray gun operation including:</p> <ul style="list-style-type: none"> • Spray gun equipment selection • Set up and operation • Measuring coating viscosity • Proper fluid tip or nozzle selection • Achieving proper spray pattern • Achieving proper air pressure and volume • Achieving proper fluid delivery rate <p><input type="checkbox"/> Hands-on <i>and</i> classroom instruction on spray technique including:</p> <ul style="list-style-type: none"> • Spray technique for different types of coatings to improve transfer efficiency and minimize coating usage and overspray • Maintaining the correct spray gun distance and angle to the part • Using proper banding and overlap, and reducing lead and lag spraying at the beginning and end of each stroke <p><input type="checkbox"/> Classroom instruction on what is necessary for environmental compliance with the NESHAP, covering the following requirements:</p> <ul style="list-style-type: none"> • Install/operate filter technology on all spray booths/stations/enclosures to achieve at least 98% capture efficiency • Spray booths/stations used to refinish complete motor vehicles or mobile equipment must be fully enclosed and ventilated at negative pressure or up to 0.05 inches water gauge positive pressure for booths that have seals on all doors and other openings and an automatic pressure balancing system • Spray booths/stations used to coat miscellaneous parts or products or vehicle subassemblies must have a full roof, at least three complete walls or side curtains, and ventilated so that air is drawn into the booth. • Spray-applied coatings must be applied with a high volume, low pressure (HVLP) spray gun, electrostatic application, airless or air-assisted airless spray gun, or an approved equivalent technology. 	Yes	No RTC

- Paint spray gun cleaning must be done so that an atomized mist or spray of the cleaning solvent is not created outside a container that collects used gun cleaning solvent.

Safety precautions.

Other (please specify): _____

If **No**, SKIP to question 37.

<p>36. If Yes, is the training documented? <i>Good documentation includes the topics covered, the date, and which employees have received the training.</i></p>	Yes	No RTC
<p>37. Are all spray-applied coatings applied in an enclosed, ventilated spray booth or preparation station?</p> <ul style="list-style-type: none"> • Spray booths and prep stations, where coatings are applied to full vehicles, must be fully enclosed with a full roof, four complete walls or side curtains, and an exhaust fan. Booth must be ventilated at negative pressure or use an automatic pressure balancing system operated up to 0.05 inches of water gauge positive pressure. • Spray booths or prep stations where coatings are applied on vehicle components only, i.e., not full vehicles, must be fully enclosed with a full roof, at least three complete walls or side curtains, and an exhaust fan. Booth must be ventilated at negative pressure. • Mobile ventilated enclosures must enclose and seal so that overspray is retained and directed to a filter. <p><i>If No, SKIP to question 39.</i></p>	Yes	No RTC
<p>38. If yes, is the station fitted with particle filters on the exhaust? <i>Perform visual inspection of pipe and filter. NOTE: If difficult to find, look for a wall fan and small box with filter.</i></p>	Yes	No RTC
<p>39. Number of spray booths on-site: _____ Number of prep stations on-site: _____</p>		
<p>40. If you use a spray booth or prep station, is it fitted with a type of filter technology or system that has been demonstrated to achieve at least 98 percent capture of paint overspray (this would include polyester fiber or fiberglass filters)? <i>Documentation of the 98 percent filter efficiency needs to be noted on the filter package or obtained from the distributor. You cannot determine filter efficiency with a visual inspection. Note what documentation you have under Notes on page 13 of this checklist.</i> <i>Circle NA if you have a water curtain spray booth.</i></p>	Yes NA	No RTC
<p>41. Do you have documentation of the amount of coatings used that contain chromium, lead, cadmium, nickel, and manganese (especially hexavalent chromium, most common in corrosion control undercoats and red, orange, and yellow paint colors) and the metals content of these coatings? <i>Look on the MSDS or ask vendors if coatings contain these metals AND review purchase orders, invoices, or receipts to document amounts used. Be able to produce the documentation.</i> <i>Circle NA if no coatings are used containing these metals. Circle No if these coatings are used but no documentation of quantity nor content exists.</i> Note: This does not count as a submission of an exemption request. There is a separate form that will be provided by EPA to request an exemption based on not using coating containing the target HAPs.</p>	Yes NA	No
<p>42. Is any paint stripping performed? (Check all that apply)</p> <p><input type="checkbox"/> Chemical <input type="checkbox"/> Mechanical <input type="checkbox"/> Other: _____</p> <p><i>If No, SKIP to question 48.</i></p>	Yes	No
<p>43. If Yes, indicate which types of substrates are stripped. (Check all that apply)</p> <p><input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Other _____</p>		
<p>44. Do you use paint strippers containing methylene chloride? <i>Refer to MSDS. This chemical is also called dichloromethane.</i> <i>If No, SKIP to question 48.</i></p>	Yes	No

45.	If Yes, do you keep records to document annual usage? <i>Documentation can include purchase orders, invoices, or receipts.</i>	Yes	No RTC
46.	Is the annual usage of methylene chloride more than one ton per year? <i>A minimization plan is required for usage of more than 1 ton per year (approximately 300 gallons). If No, SKIP to question 47b.</i>	Yes	No
47.	a. If you use methylene chloride for paint stripping, is there a minimization plan? <i>A minimization plan is required for usage of more than 1 ton per year. The plan must be kept on-site at all times.</i>	Yes	No RTC
	b. If you use methylene chloride for paint stripping, are you in compliance with the best management practices? <i>Best management practices would include evaluation of whether it is possible to re-coat the piece without removing the existing coating; ensuring that there is no alternative paint stripping technology that can be used, optimizing stripper application conditions, reducing exposure to air, and proper storage and disposal.</i>	Yes	No RTC
AIR QUALITY STATE AND LOCAL REGULATIONS			
48.	Are you registered with the local air pollution agency? <i>Refer to the State and Local Requirements section of the Air Quality chapter in the Technical Assistance Manual.</i>	Yes	No RTC
49.	Do you have an Air Quality Notice of Construction (NOC) Permit? <i>Circle NA if your facility was constructed before the permitting requirement. Refer to the State and Local Requirements section of the Air Quality chapter in the Technical Assistance Manual. NA may not be used for shops under the authority of the Northwest Clean Air Agency, which has always had a permitting requirement.</i>	Yes NA	No
50.	Do you have an operation and maintenance (O&M) manual for spray booths and other equipment (such as spray guns and gun cleaners)?	Yes	No
51.	☆Is a log kept in the O&M manual documenting periodic inspections of shop equipment, repairing of defects, and training and assigning people to carry out the plan?	Yes	No
52.	Do you conduct indoor sandblasting? <i>If No, SKIP to question 54.</i>	Yes	No
53.	If yes, is all sandblasting performed inside a booth, hangar, or cabinet designed to capture the blast grit or overspray?	Yes	No
54.	Do you conduct outdoor sandblasting? <i>If No, SKIP to question 56.</i>	Yes	No
55.	a. If Yes, is all outdoor blasting enclosed with tarps? And	Yes	No
	b. Is all outdoor blasting performed with either steel shot or an abrasive containing less than one percent blasting medium (by mass) which would pass through a No. 200 sieve?	Yes	No
56.	When sanding, do you keep the shop doors closed to avoid releasing dust outdoors?	Yes	No
57.	Do you use ventilated sander (dustless vacuum) equipment that captures paint dust and body filler, or an overhead capture system?	Yes	No
58.	Are spray booth filters checked to ensure that they are seated properly? <i>A daily inspection is recommended. Keep a written log of inspections.</i>	Yes	No RTC
59.	Are disposable rags handled, stored, and disposed of in a manner that prevents the evaporation of solvents? <i>Proper handling involves placing the rags in a closed rag bin before all the solvent has evaporated. This also applies to rags inside the spray booth.</i>	Yes	No

MANAGEMENT AND RECORDS

60.	Are you required to have emergency procedures? <i>SQGs are not required to have emergency procedures. For MQG and LQG requirements refer to the Emergency Planning section of the Management and Records chapter in the Technical Assistance Manual. If No, SKIP to question 62.</i>	Yes	No
61.	If Yes, are you in compliance with the applicable requirements for emergency procedures for this category of generator? <i>Refer to Emergency Planning in the Management and Records chapter of the Technical Assistance Manual.</i>	Yes	No RTC
62.	Even if emergency procedures are not required, do you have emergency procedures in place? <i>NOTE: Emergency procedures can include:</i> <ul style="list-style-type: none"> • Posting the current name and telephone number of the emergency coordinator. • Posting the location of fire extinguishers and spill control material, and if present, fire alarm. • Posting the telephone number of the fire department, unless the facility has a direct alarm. <i>Have up-to-date information on hand. Refer to the Emergency Planning section of the Management and Records chapter in the Technical Assistance Manual for more information.</i>	Yes	No
63.	Is there any indication of spills in or near the shop? <i>Check for stains on the ground or in and around manholes, leaking tanks and containers, and/or pooled liquids.</i>	Yes	No
64.	Do you have a spill plan for your facility? <i>Some SQGs, all MQGs, and all LQGs are required to have a spill plan. If you are an SQG, check local ordinances. Refer to the Spill Prevention and Reporting section of the Management and Records chapter in the Technical Assistance Manual for more information on spill plans.</i>	Yes	No
65.	Are employees trained and aware of the spill plan? <i>Training needs to be documented. Good documentation includes the topics covered, the date, and which employees have had the training.</i>	Yes	No
66.	Is the spill plan posted in a suitable location?	Yes	No
67.	☆Are spill cleanup materials appropriate for the type and quantity of chemicals stored on-site? <i>Refer to the Spill Prevention and Reporting section of the Management and Records chapter in the Technical Assistance Manual for more information on appropriate cleanup materials.</i>	Yes	No
68.	Are cleanup materials stored in a container clearly labeled “SPILL KIT”?	Yes	No
69.	Are spill kits located near high-risk spill areas?	Yes	No
70.	☆Do you spot-clean drips and spills?	Yes	No
71.	☆Do you take care to avoid spilling and dripping solvents and other fluids? <i>By utilizing spigots, pumps, and funnels?</i>	Yes	No
72.	Do you have MSDS or formulation data supplied by manufacturer for all the solvents and coatings that they use? <i>You need to keep physical documentation on hand. If you use a color matching computer technology on-site that has formulation data in it, you need to be able to produce the data.</i>	Yes	No
73.	☆Is a centralized inventory system and/or “just in time” purchasing used to minimize excess waste, overstock, expired materials, and to encourage using up entire product?	Yes	No
74.	☆Do you work with vendors/jobbers to find less hazardous products (such as water-based or other low VOC coatings)?	Yes	No

WORKER HEALTH AND SAFETY

Refer to *Health and Safety* in the Facility Management chapter of the Technical Assistance manual for more information on these questions.

75.	Is there a written and implemented Accident Prevention “Safety” Program (APP)? <i>The program must be in writing, readily available, up-to-date, and effective in practice. It should include:</i> <ul style="list-style-type: none">• Safety orientation.• Safety and health committee (for shops with 10 or more FTEs).• On-the-job training program for safe use of toxic materials, machine tools, and operation of utility systems.	Yes	No
76.	Is there a Chemical “Hazard Communication” (aka) Worker “Right-to-Know” Program, including training, material safety data sheets (MSDS), and container labeling? <i>Must be an active and ongoing program with up-to-date MSDSs. Keep records of which employees have received training in hazardous chemicals in the workplace and proper container labeling.</i>	Yes	No
77.	Have you identified and evaluated (through air sampling or other effective means) the respiratory hazards in your workplace?	Yes	No
78.	Is there a Respiratory Protection Program including doctor’s medical clearance, employee training, respirator fit testing, and cartridge “change-out” schedules? <i>Be able to produce records of:</i> <ul style="list-style-type: none">• Doctor medical clearances• Employee training• Respirator fit testing• Cartridge change-out schedule	Yes	No

WATER QUALITY

Definitions for WQ questions:

Industrial Wastewater (IWW) is the water or liquid that carries waste from industrial or commercial processes. Industrial wastewater includes vehicle washwater. *Auto body shops may not discharge industrial wastewater to surface water, ground water, or storm drains. Industrial wastewater must be discharged to sanitary sewer.*

Stormwater means runoff during and following precipitation and snowmelt events, including surface runoff, drainage, and interflow. *Stormwater that co-mingles with process water becomes industrial wastewater and must be discharged to sanitary sewer.*

Industrial Stormwater is run-off from storage areas associated with manufacturing, processing, or raw materials at industrial plants. Facilities with industrial stormwater runoff are required to apply for a NPDES permit. *Auto body shops are generally not required to have coverage under a NPDES Industrial Stormwater Permit, unless they are significant contributors of industrial stormwater.*

Surface Water means an open body of water, such as water collecting on the ground or in a conveyance system, stream, river, lake, sea or ocean; as opposed to ground water.

Ground Water means the supply of fresh water found beneath the surface of the land or surface water body, usually in aquifers, which supply wells and springs, as opposed to surface water.

79.	Have all the drains on-site been located and identified whether they discharge to sanitary, storm, or septic systems?	Yes	No RTC
80.	Do you discharge industrial wastewater to a sewer system? <i>Sewer system includes any type of sewer system: sanitary, stormwater, or combined sewers. If No, SKIP to question 82.</i>	Yes	No
81.	If Yes, are you in compliance with the applicable requirements for the discharge(s)? <i>You must discharge industrial wastewater to the sanitary sewer. Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information.</i>	Yes	No RTC

82.	Do you discharge industrial wastewater to a sanitary sewer? <i>If No, SKIP to question 85.</i>	Yes	No
83.	If you discharge industrial wastewater to the sanitary sewer, do you have approval from the local sewer authority? <i>Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information. Also see Appendix A for a list of local sewer authorities and contact information.</i>	Yes	No RTC
84.	If you discharge industrial wastewater to the sanitary sewer, are local pre-treatment requirements being met? <i>Types of pre-treatment that may be required include an oil/water separator, filtration device, or grit separator. Requirements vary in different jurisdictions. Refer to the Drains and Water-Treatment Devices sections of the Water Quality chapter in the Technical Assistance Manual.</i>	Yes	No
85.	Do you discharge industrial wastewater to surface water? <i>See definition of industrial wastewater above and refer to the General Requirements section of the Water Quality chapter in the Technical Assistance Manual.</i>	Yes RTC	No
86.	Do you have any unsealed floor drains? <i>A sealed floor drain means that no water can enter the drain and leave the premises. Proper sealing can include sealing the hole with a commercially available drain seal or plug, or Portland Cement.</i>	Yes	No
87.	If Yes, are you in compliance with the state standard for discharges to unsealed floor drains? <i>Refer to the Drains Section of the Water Quality chapter in the Technical Assistance Manual.</i>	Yes	No RTC
88.	Are all products, including paints, thinners, strippers, cleaners, and automotive fluids, stored with secondary containment that would prevent leaks from entering a drain or leaving the building?	Yes	No
89.	Have you applied for coverage under an Industrial Stormwater Permit? <i>Circle NA if you are not required to have an Industrial Stormwater Permit.</i> <i>Auto body shops are not generally required to have coverage under an Industrial Stormwater Permit. However, if you discharge significant amounts of industrial stormwater to the storm system or surface water, you may need to apply. Refer to the Water Quality chapter in the Technical Assistance Manual for more information and a link to Ecology's Industrial Stormwater Permit Web page.</i>	Yes NA	No
90.	Are reusable cloth rags laundered off-site by an industrial laundry?	Yes	No
91.	☆Are paintbrushes and tools covered with water-based paints cleaned in sinks connected to sanitary sewers or in portable containers that can be discharged into a sanitary sewer drain? <i>Circle NA if you do not use water-based paints.</i>	Yes NA	No
92.	Does any vehicle washwater enter into storm drains? <i>Vehicle washwater is considered to be industrial wastewater. See definition of industrial wastewater above and refer to the General Requirements section of the Water Quality chapter in the Technical Assistance Manual.</i>	Yes RTC	No
93.	Is all vehicle washing performed on a covered containment pad with perimeter drains, trench drains, or catchment drains? <i>Refer to the Vehicle Washing section of the Water Quality chapter in the Technical Assistance Manual.</i>	Yes	No RTC
94.	Are drains in the vehicle washing area directed to the sanitary sewer or a sump? <i>Refer to the General Requirements and Vehicle Washing sections of the Water Quality chapter in the Technical Assistance Manual for more information.</i>	Yes	No RTC
95.	How many vehicles do you wash per month? (number)_____		
96.	What cleaning materials are used? For example: liquid wax, soap, detergent, etc. List types and brands: _____		
97.	☆Do you use phosphate-free soaps and detergents?	Yes	No

98.	Do you discharge industrial wastewater to ground water (e.g., discharge to an on-site septic system, drywell, etc.)? <i>If No, SKIP to question 101.</i>	Yes	No
99.	If Yes, are you in compliance with the applicable requirements for these discharges? <i>Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual.</i>	Yes	No RTC
100.	If your facility has an Underground Injection Control Well (UIC), have you applied for a UIC permit? <i>Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information.</i>	Yes	No RTC
101.	Are water-treatment devices inspected and maintained? <i>Water-treatment devices include those such as oil/water separators, filtration units, or grit separators. Refer to the Water Treatment Devices section of the Water Quality chapter in the Technical Assistance Manual.</i> <i>Circle NA if your facility and the outdoor areas have no water-treatment devices.</i> <i>If NA, SKIP to question 103</i>	Yes NA	No
102.	Is the maintenance recorded in a logbook?	Yes	No
103.	Are outdoor paved areas washed down?	Yes	No
104.	If the parking lot or other outdoor areas are washed, is the washwater discharged to the sanitary sewer? <i>Parking lot washwater needs to be routed for collection and sent to a sanitary sewer. Refer to the General Requirements and Outside Best Management Practices sections of the Water Quality chapter in the Technical Assistance Manual for more information.</i>	Yes	No RTC
105.	Are vehicles checked as they come in for leaking fluids and drained or leaks contained with drip pans immediately? <i>Refer to the Outside Best Management Practices section of the Water Quality chapter in the Technical Assistance Manual for more information.</i>	Yes	No
106.	Is there repair and maintenance of vehicles outside?	Yes	No
107.	Are outdoor stockpiled/stored materials under cover? <i>Refer to the Outside Best Management Practices section of the Water Quality chapter in the Technical Assistance Manual for more information.</i> <i>Circle NA if you do not store or stockpile materials outside.</i>	Yes NA	No RTC
108.	a. Is all outside waste under cover and not in direct contact with soil?	Yes	No
	b. If not under cover, are storage areas protected from stormwater run-on/run-off (i.e., berms or other barriers installed)?	Yes	No

c. For each material listed in the table below, please circle Y or N. If your shop does not store a listed material, circle NA. Yes No

Refer to the Outside Best Management Practices section of the Water Quality chapter in the Technical Assistance Manual for more information.

Material Stored Outside	Secondary Containment	Covered
Acids	Y / N / NA	Y / N / NA
Antifreeze	Y / N / NA	Y / N / NA
Automotive parts	Y / N / NA	Y / N / NA
Batteries	Y / N / NA	Y / N / NA
Caustic Bases	Y / N / NA	Y / N / NA
Landscaping materials	Y / N / NA	Y / N / NA
Metals	Y / N / NA	Y / N / NA
Paints/coatings	Y / N / NA	Y / N / NA
Pesticides/herbicides/fertilizers	Y / N / NA	Y / N / NA
Petroleum/oils (e.g., hydraulic, cutting, motor oil)	Y / N / NA	Y / N / NA
Plastics	Y / N / NA	Y / N / NA
Recycling	Y / N / NA	Y / N / NA
Solid waste	Y / N / NA	Y / N / NA
Solvents	Y / N / NA	Y / N / NA
Tires	Y / N / NA	Y / N / NA
Other: _____	Y / N / NA	Y / N / NA
Other: _____	Y / N / NA	Y / N / NA

109. ☆ Are all trash receptacles covered and maintained so that leaks are prevented? Yes No

SOURCE CONTROL

110. Are catch basins cleaned out and maintained on a regular schedule? Yes No
A regular schedule is a minimum of twice per year. NA
Circle NA if there are no catch basins on your property.
If NA, SKIP to question 114.

111. Is filter fabric and/or other run-off control device used to prevent dust, grit, or other pollutants from entering catch basins? Yes No
 Circle catch basin outlet trap type: PVC Elbow Metal Elbow

112. Has material accumulated to fill over 60% of the capacity of the catch basin? Yes No

113. Is there evidence of contaminants in catch basins? Yes No
 Circle contaminant: Oil/grease Paint Solvent Sewage Unknown

114. What year was the building(s) constructed? _____ No. of buildings: _____

115. Is the building(s) painted? Year last painted: _____ Yes No
 Condition of paint: Poor Fair Good

116. Roof: Metal Coated metal Tar Other: _____

117. Number of parking stalls _____
 Is lot: Gravel Asphalt Coal tar

NOTES:

CERTIFICATION AND SIGNATURE PAGE

**To satisfy Initial Notification and Notice of Compliance requirements
with EPA Paint Stripping and Miscellaneous Surface Coating Area Source Rule, Subpart HHHHHH
40 CFR 63.11169 – 63.11180**

Is the Operator the same person as the Owner? Yes No

If the Operator information is different, please provide the following: *Attach a list with the same information for each additional operator.*

Operator's Name and Title: _____

Operator's Street Address: _____

City: _____ ST: _____ Zip: _____

Operator's Telephone Number: _____

Operator's E-mail (if available): _____

Is there any other certifying company Official that will sign this form?

If certifying Official information is different please provide the following: Yes No

Certifying Official's Name and Title: _____

Certifying Official's Street Address: _____

City: _____ ST: _____ Zip: _____

Certifying Official's Telephone Number: _____

Certifying Official's E-mail (if available): _____

Location of compliance records If source is a mobile operation:

Street Address: _____

City: _____ ST: _____ Zip: _____

I certify the truth, accuracy, and completeness of my answers to the questions in the Air Quality Federal Regulations section of this self certification. I am a motor vehicle or mobile equipment surface coating operation subject to 40 CFR Part 63, Subpart HHHHHH. By acknowledging this and signing below, I am meeting the Initial Notification requirement of the rule.

Signature of responsible official: _____ Owner / Operator (circle one)

Please print name also: _____

If you were able to answer YES to all the compliance questions (shaded grey) in the Air Quality Federal Regulations section of this self certification, you may also satisfy the Notice of Compliance requirements of the rule. See the actual rule text located at 40 CFR 63.11169 – 63.11180 to verify compliance and acknowledge and sign below.

I certify that I have reviewed the rule at 40 CFR 63.11169 – 63.11180 and I am in compliance with the questions asked in the Air Quality Federal Regulations Section of this self certification. By acknowledging this and signing below, I am meeting the Notification of Compliance requirement with the federal NESHAP rule for Auto body Sources.

Signature of responsible official: _____ Owner / Operator (circle one)

Please print name also: _____